



Mission Support Alliance

Statement of Work

Title: Electrical Utilities Work Planner

Revision Number: 0

Date: 12/8/2016

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC (MSA) Electrical Utilities is in need of a subcontractor to work as an Electrical Planner in our Work Management department at 2101M, 200 East Hanford.

The Subcontractor is required to provide staff augmentation support as set forth herein.

2.0 OBJECTIVE

Provide the resources necessary to perform Work Planning activities in support of Electrical Utilities functions. The desired outcome of these activities is a skilled, safe, and cost effective method of planning tasks in support of internal and external customer objectives.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide a qualified and experienced electrical Work Planner, who is knowledgeable of electrical systems, as appropriate and requested by the Buyer Technical Representative (BTR) to perform tasks including but not limited to the following:

- Actively support planning programs designed to protect employees against workplace hazards;
- Prepare corrective maintenance work plans and work instructions in accordance with systems, policies and procedures;
- Order materials in support of work packages;
- Research/review lessons learned and post-ALARA reviews for applicability;
- Ensure hazard controls are identified and incorporated in the work plan;
- Complete all permits and forms as necessary, and ensure all necessary forms, permits, drawings, and documents are present in the work package;
- Identify recommended lock and tag boundaries;



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- Work with the Radiological Control organization for radiological screening;
- Determine resource requirements to support corrective maintenance work;
- Perform field work package walkdowns;
- Finalize work instructions and the AJHA;
- Route work packages for approvals;
- Ensure work packages are ready to work.

It is intended that this work will be performed on an as-needed basis. Support will be requested as needs are identified. Schedule of work will be mutually agreed upon between the Subcontractor and the BTR.

4.0 QUALIFICATIONS

A. The Subcontractor must meet the following minimum qualifications:

Required Qualifications:

- Minimum four (4) years of Electrical Work Planning, or five (5) years of Work Control/Management/Planning experience, OR an equivalent combination of education, training and/or experience.

Desired Qualifications:

- Previous Work Control/Planning/Management experience at Hanford or a DOE facility.
- Understands high-voltage electrical hazards, safety, equipment, and configuration control.
- Knowledge of business and management principles involved in strategic planning and resource allocation.
- Skilled in monitoring performance, written and oral communication, judgment and decision making, and problem solving.
- Working knowledge of MS Office.
- Knowledge of CMMS/EAM systems (e.g.: SAP, IBM Maximo, Job Control System, CHAMPS, PeopleSoft, Schneider Avantis, Oracle EAM, etc.).



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- Journey wireman electrician or Journeyman linemen experience.
- Conduct of Operations for CAT 1, 2, or 3 nuclear facilities.
- Familiarity with DOE-STND-1029-92, DOE O 433.1, DOE O 422.1.
- Understands layouts and use of codes (e.g. – OSHA, NFPA, NESC, NEC, 10 CFR 851, etc.).

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day-to-day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Engineering Requirements

Subcontractor is required to work with SMEs and documents which may or may not be engineering related. It will be the subcontractor's responsibility to seek out the necessary help to complete tasks and produce products using appropriate industry standards and methodologies. Where necessary, the Subcontractor shall comply with, and assist the Buyer in complying with engineering requirements of all applicable laws, regulations and directives.

5.2 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:



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- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

Code of Federal Regulations (CFR) – <http://www.gpo.gov/fdsys/search/home.action>

APPLICABLE ES&H & REQUIREMENTS

	Number	Title
1.	CFR: Title 29 Labor	Part 1910 – Occupational Safety and Health Standards
2.	CFR: Title 29 Labor	Part 1926 – Safety and Health Regulations for Construction
3.	CFR: Title 10 Energy	Part 851 – Worker Safety and Health Program
4.	NEC	National Electrical Code
5.	NFPA 70E	National Fire Protection Association section 70E

Unless specified otherwise, the current edition or revision of these codes in effect on the date of award or request for support shall be used, as applicable.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford Site commensurate with the risk and complexity of the work.

5.3 Quality Assurance Requirements

The work activities for this statement of work shall be performed in accordance with any and all applicable MSA Quality Assurance Program and procedures. Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings, specifications, and directives.

5.4 Government Property

It is not anticipated that the Subcontractor will be assigned Government-owned property, but in the case where it is necessary, MSC-PRO-FPROP-133 will be used.



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6.0 PERSONNEL REQUIREMENTS

6.1 Training

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
 - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
 - Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- D. The Subcontractor will not require an access authorization (security clearance). NO

6.3 Work Location/Potential Access Requirements:

Hanford Site, 200E Area Building 2101M.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).



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8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: Date of Award

Completion date: Estimated 9/30/2019